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ABSTRACT

This brief describes how the Internet serves as a professional development tool, enabling individuals to access information on employment opportunities, workplace trends, prospective employers, and job search strategies. Websites may offer only one service or include a variety of features. Some services are available at no cost, others are fee based. The Internet offers thousands of job search sites, company websites, research sites, career development aids, and online networking resources. Developing an online version of the resume is essential today. Many job sites will post resumes, in most instances, as a free service. Assistance in preparing resumes is available at websites. Although no single website includes everything needed for the job search, the "big board" job banks give beginners a head start on locating the information they need. Most search engines have direct links to a variety of career- or job-related websites. (Contains annotated listings of 33 websites, grouped under these categories: the big board, federal/military, government websites, job search aids, professional/special, state and local, international, and company information. An annotated list of nine print resources is also provided.) (YLB)

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Career Planning on the Internet
Trends and Issues Alert No. 3

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ERIC Clearinghouse on Adult, Career, and Vocational Education

by Judith O. Wagner

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Career Planning on the Internet

"Job seekers today won't survive a job search without an electronic resume." (Robert J. Matyska, Jr.) (National Business Education Association 1998, p. 2)

In a few short years, the World Wide Web has become an essential tool for those looking for any type of job. This ***Alert*** describes how the Internet serves as a professional development tool, enabling individuals to access information on employment opportunities, workplace trends, prospective employers, and job search strategies.

Although some websites offer only one service, such as resume writing or interviewing tips, many include a variety of features. Some of the services are available at no cost, others are fee based. The Internet offers thousands of job-search sites, company websites, research sites, career development aids, and online networking resources. Some sites (NationJob Network <http://nationjob.com>, CareerBuilder <http://careerbuilder.com>) include intelligent agents, programs that set up a profile specifying job needs such as salary, location, industry, and other preferences. Whenever a job matching the profile comes in, e-mail notification is sent (Martin 1998).

Developing an online version of the resume is essential in today's job market (Martin 1998; NBEA 1998). Many job sites will post resumes and the service is free in most instances. Assistance in preparing resumes is available at many of the websites listed here.

Although there is no single website that includes everything needed for the job search, the "big board" job banks will give beginners a head start on locating the information they need. They include America's Job Bank, Career Mosaic, Career Path, E-Span, and Monster Board (Lewis 1997; Martin 1998; Riley 1996). In addition, Hoover's <http://hoovers.com> and Thomas Register <http://www.thomasregister.com> provide information about companies.

Most search engines have direct links to a variety of career- or job-related websites. Try the "business," "career," "jobs," or "employment" sections of their home page for information: Yahoo! <http://www.yahoo.com>, AltaVista <http://altavista.com>, HotBot <http://www.hotbot.com/>, WebCrawler <http://www.webcrawler.com/>, iSleuth.com <www.isleuth.com>, Savvy Search <http://savvysearch.com/>, Lycos <http://www.lycos.com>, Infoseek, <http://infoseek.go.com>, Excite <http://www.excite.com/>

Websites

The Big Board

America's Job Bank <http://www.ajb.dni.us/>. Announces thousands of job openings, links to state search engines, and connects job seekers to employer-maintained job listings.

CareerMosaic <http://www.careermosaic.com/>. Has information on available jobs, employers, resume writing, job fairs, a career resource center, the college connection, and an international gateway.

CareerPath <http://careerpath.com>. Combines help-wanted listings from 63 newspapers throughout the country.

E-Span's Job Options <http://www.joboptions.com/esp/plsql/espan_enter.espan_home>. Provides the capability to search for a job, post a resume, search for emplover information, and subscribe to a job alert service.

The Monster Board <http://www.monster.com/ (formerly Online Career Center). Provides resources to manage your career, track job searches, store resumes and cover letters, and connect to a global careers community.

Federal/Military

HRS Federal Job Search <http://www.hrsjobs.com/>. Includes lists of federal jobs, information on applying for federal jobs, federal pay tables, links to state employment offices, and descriptions of federal jobs.

Military Career Guide Online <http://www.militarycareers. com/>. Offers details on 152 enlisted and officer occupations and describes training, advancement, and educational opportunities in the Army, Navy, Air Force, Marine Corps, Coast Guard.

Suite 101 <http://www.suite101.com/article.cfm/military_veterans/5733>. Includes job search advice and sample resumes for military veterans and retirees.

Government Websites

Employment and Training Administration <http://www.doleta.gov/individ/carerex.htm>. Provides information on starting a new career, choosing a career, jobs by company, jobs by location, and career resources.

National Occupational Information Coordinating Committee <http://www.noicc.gov/>. Offers career development tools, information about professional development and training programs, and links to the State Occupational Information Coordinating Committees.

Occupational Outlook Handbook <http://stats.bls.gov/ocohome.htm>. Provides information on thousands of occupations including training/education/certification needed, a job description, and the labor market outlook for that position.

O*NET <http://www.doleta.gov/programs/onet/>. Identifies and describes the key components of modern occupations and supplies up-to-date information on job requirements and worker competencies.

Job Search Aids

Career Counseling Services Online <http://www.goodnet.com/~jobjoy/CCShome.htm>. Provides services including career counseling, vocational testing, education planning, outplacement counseling, resume development, and job seeking skills.

CareerNetwork <http://www.careernetworkinc.com/job_help.html>. Includes information on creating a scannable resume, establishing yourself on the Internet, tips for finding the perfect career, four typical job search blunders, and answers to common job search questions.

Career Resources <http://townonline.com/working/careerres/060897p5.html>. Provides information on career success factors, job listings, job fairs, and company profiles.

Interviewing Tips-Top Resumes <http://members.aol.com/lajobline/Interviewing.html>. Offers information (for a fee) on how to write a winning resume, common interviewing mistakes, cover letter tips, and employment opportunities.

Job Interview Hints <http://jlpa.com/tips.htm>. Provides tips for a successful interview.

JobTrak <http://www.jobtrak.com/>. Works with college career centers to provide access to jobs posted at colleges. Provides six steps for conducting an effective job search from self-assessment to maintaining a career action plan.

Resumes and Interviews <http://swiftweb.com/jobs/resume.html>. Provides links to other sites on these subjects.

The Riley Guide <http://www.dbm.com/jobguide/jobsrch.html>. Includes reasons to use the Internet in your job search, how to determine what you want to do, how to do a real job search on the Internet, resources, evaluating websites, and reasons why you need to know about a prospective employer.

Teenagers Guide to the Real World <http://www.bygpub.com/books/tg2rw/resumes.htm>. Includes information on resume writing and interviewing.

Professional/Special

American Psychological Society <http://psych.hanover.edu/APS/job.html>. Provides links to psychology, academic, health care, and general employment resources.

Open Positions Database <http://www.black-collegian.com/jobs/jobsearch.html>. Includes career and job-related opportunities from equal opportunity employers.

www.rehabjobs.com <http://www.rehabjobs.com/>. Provides a complete online resource center for professional therapists related to their career development.

State and Local

JobSmart <http://www.jobsmart.com/>. Provides information on the California job market and information on resumes, the hidden job market, and salaries.

Mississippi State Employment Service <http://ms.jobsearch. org/>. Contains job openings in Mississippi.

Ohio Bureau of Employment Services <http://www.state.oh.us/OBES/LMITAB2.HTML>. Looks at employment trends and projections for the state of Ohio.

International

Australian Job Search <http://jobsearch.deetya.gov.au>. Offers information on finding a job, getting assistance, obtaining help with apprenticeships, and starting your own business.

International Career Exploration Links <http://www.uhs.berkeley.edu/CareerLibrary/links/header.cfm?FIELD=13>. Includes information about international careers such as teaching overseas, with foreign service, the Peace Corps, and the United Nations.

International Opportunities Program <http://www.cie.uci.edu/~cie/IOP/teaching.html>. Includes links to opportunities for teaching abroad.

Company Information

Business Sites on the Web <http://www.jobweb.org/catapult/emplyer.htm>. Provides links to a variety of websites offering information about specific companies.

Hoover's <http://hoovers.com>. Includes features such as company information, stock quotes, investor resources, top officers, and a career center.

Thomas Register of American Manufacturers <http://www.thomasregister.com/>. Information about thousands of companies.

Print Resources

Brown, B. *The Web: Creating and Changing Jobs. Trends and Issues Alert.* Columbus, OH: ERIC Clearinghouse on Adult, Career, and Vocational Education, 1998. <http://ericacve.org/docs/webjobs.htm>. Indicates that the World Wide Web creates new jobs and changes the ways existing jobs are performed.

Kimeldorf, M. "Job Hunting Online." *International Journal of Career Management* 7, no. 5 (1995): iii-viii. Explores how job seekers use online computer services to gather information about jobs.

Lewis, R. "Looking for Work in All the Right Places." *AARP Bulletin* 38, no. 5 (May 1997): 11-13. (ED 406 581). Suggests that Internet job banks are growing at a rapid rate allowing job seekers access to a wider variety of opportunities.

Loeb, M. "Getting Hired by Getting Wired." *Fortune* 132, no. 10 (November 13, 1995): 252. Describes opportunities for locating job information through online networks using the World Wide Web.

Lundberg, D, and Thirsk, R. *Cruising the Information Highway for Jobs: On-Line Career Development. ERIC Digest.* Greensboro, NC: ERIC Clearinghouse on Counseling and Student Services, 1995. (ED 405 534). Describes the benefits students can realize by using the Internet for information about job vacancies.

Martin, J. "Changing Jobs? Try the Net." *Fortune* 137, no. 4 (March 2, 1998): 205-206, 208. Discusses basic search tools offered by the Internet.

National Business Education Association. "Electronic Resumes and Online Job Searches." *Keying In* 8, no. 3 (January 1998): 1-8. (ED 414 469). Provides information on creating and using electronic resumes and conducting online job searches.

Riley, M. "Riley's Guided Tour: Job Search on the Net." *Library Journal* 121, no. 15 (September 15, 1996): 24-27. Provides information and descriptions on online resource guides containing a variety of job search information.

Wagner, J.O. *Wired: The Electronic Job Search. ERIC Digest no. 172.* Columbus, OH: ERIC Clearinghouse on Adult, Career, and Vocational Education, 1996. <http://ericacve.org/docs/dig172.htm>. Discusses developments in the electronic job search and describes available resources and websites.

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